

## NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2 ROCKY MOUNTAIN/GREAT BASIN COORDINATING GROUPS

### NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2

#### INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK

#### CHAPTER 10 – PERSONNEL

**Supplement No.:** RM/GBCG-2005-5

**Effective Date:** May 23, 2005

**Duration:** Effective until superseded or removed

**Approved:** SHELDON WIMMER  
Great Basin Coordinating Group

**Approved:** LINDON WIEBE  
Rocky Mountain Coordinating Group

**Posting Instructions:** Supplements are numbered consecutively by Handbook number and calendar year. Post by document; remove entire document and replace with this supplement. Retain this transmittal as the first page of this document.

<b>New Document(s):</b>	NWCG HB2_10	3 Pages
<b>Superseded Document(s) by Issuance Number and Effective Date</b>	NWCG HB2_10 (RM/GBCG 2004-1, 4/12/2004)	5 Pages

#### **Digest:**

13.6 - Removes AD-5 rates for the Rocky Mountain and Great Basin areas. WO id\_5109.34-2005-1 sets out the revised Pay Plan for Emergency Workers (Casuals) effective March 23, 2005

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**11.2 – Casuals**

Single Resource Casual Hire Information Form - Front			
HIRING UNIT INFORMATION			
Office Name: _____	Unit ID: _____	Example ID-BOF	Date: _____
Address: _____	City: _____	State: _____	Zip: _____
Hiring Official Name _____	Telephone _____		Print _____
CASUAL INFORMATION			
Casual's Name: _____	Phone No: _____	Start Date: _____	
Print _____			
POSITION INFORMATION			
Job Title: _____	AD Class: _____	AD Rate: \$ _____	
Incident Order #: _____	Accounting Code: _____	Request #: _____	
Example ID-BOF-0423			
<p>Hiring of emergency personnel may be made according to the provisions of the current Pay Plan for Emergency Workers when any of the following exists:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> 1. To fight a going fire.</li><li><input type="checkbox"/> 2. Unusually dry period or fire danger is high to extreme.</li><li><input type="checkbox"/> 3. To provide support to ongoing incident.</li><li><input type="checkbox"/> 4. To place firefighter on standby for expected dispatch.</li><li><input type="checkbox"/> 5. Temporarily replace members of fire suppression crews or fire management personnel who are on fires.</li><li><input type="checkbox"/> 6. To attend fire suppression training.</li><li><input type="checkbox"/> 7. To instruct fire suppression training when all other methods of hiring and contracting instructors have been exhausted.</li><li><input type="checkbox"/> 8. To cope with floods, storms or any other emergency.</li><li><input type="checkbox"/> 9. To carry out emergency fire rehabilitation work when there is an immediate danger of loss of life or property.</li><li><input type="checkbox"/> 10. Transition period following a natural emergency. (not to exceed 90 days).</li><li><input type="checkbox"/> 11. Hazardous Fuel Reduction NTE 300 hours per calendar year (DOI agencies only).</li></ul>			
TRAVEL/TRANSPORTATION			
Casual is entitled to transportation to and from the incident: <input type="checkbox"/> No <input type="checkbox"/> Yes			
Transportation method:			
<input type="checkbox"/> Airline			
<input type="checkbox"/> POV (Mileage reimbursement authorized)			
<input type="checkbox"/> Rental vehicle (Must be on resource order. Rental provided by: <input type="checkbox"/> Casual or <input type="checkbox"/> Government)			
<input type="checkbox"/> Other (list, such as bus, government vehicle, EERA: _____)			
<b>Check One:</b>			
<input type="checkbox"/> Casual to be subsisted by government. Hiring unit will reimburse approved incidental expenses at actual cost; receipts required.			
<input type="checkbox"/> Casual will not be subsisted; travel authorized has been issued. Hiring unit to reimburse for lodging, meals, and incidental expenses at the standard per diem rate. Indicate TA #: [ _____ ]			
EMPLOYMENT FORMS			
<b>COMPLETED BY:</b>			
Hiring Official:	I-9, Employment Eligibility Verification: <input type="checkbox"/> Attached OR <input type="checkbox"/> Previously Submitted		
	OF-288, Emergency Firefighter Time Report (Complete top section, Column A 1-8 and travel start time)		
	Direct Deposit form (if applicable) <input type="checkbox"/> Provided to Casual		
	<input type="checkbox"/> State/federal government-issued Picture ID verified and in Casual's possession (required for all positions)		
	<input type="checkbox"/> Incident qualification card (if required for position) verified and in Casual's possession		
	<input type="checkbox"/> State-required certification verified, if required for position (e.g., DCL, driver's license)		
	OF-288, Firefighter Time Report (Top section, Column A 1-8 and travel start time)		
Casual:	Federal W-4: <input type="checkbox"/> Attached OR <input type="checkbox"/> Previously Submitted		
	State W-4: <input type="checkbox"/> Attached OR <input type="checkbox"/> Previously Submitted OR <input type="checkbox"/> Not Applicable		
	W-5: <input type="checkbox"/> Attached OR <input type="checkbox"/> Previously Submitted OR <input type="checkbox"/> Not Applicable		
Casual Signature (Required) _____		Date _____	Hiring Official Signature (Required) _____
			Date _____
Distribution: Original attached to original OF-288; Copy retained by hiring Unit; Copy retained with incident records Return original of this form and original OF-288 to the hiring unit			

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**PRIVACY ACT STATEMENT**

(For Form PMS 934; prepared by the BLM Idaho State Privacy Act Officer)

5 U.S.C. 5101, et seq; 31 U.S.C. 3512, authorizes collection of this information. Refer to Department of the Interior, Office of the Secretary, Privacy Act System Notice Number DOI-85, Payroll, Attendance, Retirement, and Leave Records, for more information. Your name and telephone number are required for contact purposes and to document entitlements. This information will be filed in applicable payroll records. Disclosure of the information may be disclosed to the Department of the Treasury, Internal Revenue Service and to State and local agencies for tax purposes, and the Office of Personnel Management. See System Notice DOI-85 for other agency disclosures.

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### **13.6 - Exhibits**

Agency Administrators must designate, in writing, delegated "hiring official" duties. Hiring Officials should have Staff or Line authority. The individuals should be familiar with the emergency hiring authorities and fire qualifications and able to negotiate, if necessary, rates for positions not identified in National and Geographic Area Supplements.

For Interior use: to hire personnel for fire use hazardous fuel reduction projects authorized by congressional funding within the wildland fire operations account, use Interior AD Pay Plan, Section D.